



VTC

IDENTIFYING STUDENTS

IN EXAMS POLICY

Approved by: Headteacher / VTC Advisory Board **Date:** September 2022

Last reviewed on: September 2022

Next review due by: September 2023

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Review date: September 2022
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Attitude is Everything

VTC IDENTIFYING STUDENTS IN EXAMS POLICY

Internal Candidate Identity Verification Procedure

VTC School is committed to ensuring that the identity of all candidates can be verified at the time of the examination or assessment.

Internal candidates are those students currently on roll at VTC School therefore will have already provided documented proof of identity during the admissions procedure.

Internal candidates will be verified by the Senior Leadership Team and staff members present outside the exam room at the beginning of each written exam.

Senior Leadership Team and Staff have access to this information electronically should any discrepancy arise.

The Exams' Officer ensures:

- Invigilators are provided with Individual Student Place cards which are placed on each desk prior to the exam starting;
- Provides seating plans for exam rooms according to JCQ and awarding body requirements.

Invigilators must:

- Follow the procedure for verifying candidate identity provided by the EO.

If Invigilators are unsure as to the identity of a student a member, the Pastoral Team or Senior Leadership Team should be called to assist with the identification of the student.

In cases where it is impossible to identify a student due to the wearing of religious clothing, such as a veil, the student should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. **VTC School must inform students in advance of this procedure, and well before their first exam.**

- Seat candidates in exam rooms as instructed by the Examination Officer/on the seating plan. This allows the invigilators to correlate who is in the exam each day.

External (Private) Candidate Identity Verification Procedure

VTC School is committed to ensuring that the identity of all candidates can be verified at the time of the examination or assessment.

Private Candidates must present in person before being entered for the exam and bring with them photographic identification, Birth Certificate and Passport. A copy of the documentation is then kept in the Exam Secure Store.



When arriving at school to sit the exam that they have been entered for they must arrive at the main reception of the school and bring with them their photographic identification, Birth Certificate and Passport. This is then checked against the documentation held.

The External Candidate will then be escorted to the exam room, sit the exam and after completing the exam will then be escorted to the main reception area.

The documentation is held in Exams Safe Store until after GCSE results are released when the documentation will then be shredded.

Review of procedure

This procedure will be reviewed annually.

The Governing Board approved this policy on date: 30/09/2022

Signed: Malcolm Chalk, Chair of VTC School Advisory Board

Signed: Sean Campbell, Headteacher
